

**CJA NOTICE REGARDING GOVERNMENT TRAVEL RATES
FOR COURT-APPOINTED COUNSEL TRAVELING TO RICHMOND, VIRGINIA**

Counsel appointed under the Criminal Justice Act are eligible for reduced government travel rates pursuant to Section 702 of the Federal Courts Administration Act of 1992, Public Law 102-572, 106 Stat. 4506.

The National Travel Service (NTS) will obtain government rate plane or train tickets for you and charge them to the Court's account. Alternatively, you may make your own travel arrangements; however, if you do so, reimbursement for plane or train travel will be limited to the government rate that could have been obtained through NTS.

- (1) Upon receipt of the notice scheduling a case for oral argument, counsel planning to travel by train or commercial airline must call (804) 916-2700 to obtain Travel Authorization.
- (2) The Clerk's Office will prepare a Travel Authorization form which will be faxed to you.
- (3) You should then contact NTS at 1-800-445-0668 to obtain government rate plane or train tickets for coach section seating charged to the Court's account.
- (4) When calling NTS, advise them that you are an attorney providing CJA representation in this Court and provide them with the Internal Accounting Control Number from the Travel Authorization.
- (5) Travel arrangements should be made as soon as possible following receipt of the oral argument notice to ensure the availability of government travel rates.
- (6) NTS can also assist you with hotel reservations at the government rate. If you wish to "guarantee" your hotel reservations, however, you must do so using your personal credit card number. If making your own hotel reservations, you should identify yourself as a court-appointed attorney and request the government rate. Reimbursement for lodging is obtained by attaching a copy of your hotel receipt to your CJA Voucher.
- (7) Subsistence expenses will normally be reimbursed for only two days of travel at an actual expense rate not to exceed \$184.50 for the first day of travel and \$57.00 for the last day of travel. Detailed receipts for hotel and food MUST be submitted with your CJA Voucher in order to receive reimbursement.
- (8) The Court will pay directly for plane or train tickets charged through NTS to the Court's account and must have a copy of the plane or train ticket on hand to verify that payment is proper. Therefore, counsel should submit a copy of the plane or train ticket to Ellen Belton in the Clerk's Office immediately after travel is completed.
- (9) Counsel paying for their own plane or train tickets should request reimbursement on their CJA Voucher by attaching a copy of the ticket and a statement that the ticket cost did not exceed the government rate quoted by NTS.

If you have any questions, please call Ellen Belton in the Clerk's Office at (804) 916-2700.

Office of the Clerk, 1100 East Main Street, Suite 501, Richmond, Virginia 23219